



PRESBYTERIAN COLLEGE
Receipt Verification Form

This form is to be used only when an invoice, receipt, or other supporting documentation is unavailable. Standard procedure is to submit the original receipt of invoice as backup for purchases. The purchaser should make every effort to get a receipt or other documentation to support the expense. If the missing receipt is for travel or entertainment purposes, please include all IRS required information (who, what, when, where, why).

This entire form must be completed when the originals are not available. Please be aware that sales or use tax must be charged on each transaction where the original receipt is not available to prove that the tax has been paid.

Supervisor approval is required.

Vendor: _____

Date of Purchase: _____

Amount of Purchase: _____

Description and Purpose of Purchase:

Reason for Missing Receipt:

Name of Purchaser: _____

Employee Signature

Date

Supervisor Signature

Date